

X. Other Documentation

Program Duty Statements

For each LHJ claiming unit participating in the Medicaid Administrative Match program, Program Duty Statements will be developed. The duty statements must describe the purpose, duties, responsibilities, functions and activities of the claiming unit. The job classifications of employees whose costs will be claimed on the Automated Detail Invoice and the A-19 must be listed in the Program Duty Statement.

Position Duty Statements

In addition, Position Duty Statements will be developed for each job class participating in the RMTS or continuous documentation. The Position Duty Statements must describe the MAM-related duties and functions.

Draft Program and Position Duty Statement formats and examples of completed Program and Position Duty Statements may be found in the Quick Reference Guide.

Medicaid Resources

Local Health Jurisdictions will also develop and maintain a resource file of Medicaid services that may be accessed by their client/patient population. This file will be available to all employees participating in the time survey, and whose costs are included in the invoice. One element of this resource file will provide information on providers that accept Medicaid clients.